UNIVERSITY OF LINCOLN
JOB DESCRIPTION

JOB TITLE	Academic Subject Librarian				
DEPARTMENT	The Library				
LOCATION	Brayford				
JOB NUMBER	LR2068	GRADE	6	DATE	July 2017
REPORTS TO	Assistant Director				

CONTEXT

The Library sits at the heart of the University, underpinning teaching, learning and research, by providing access to a wide range of information resources, supported by staff expertise to enable students to maximise their learning opportunities.

The Library is a key academic support department in the University, providing students and staff with flexible, responsive services which underpin teaching, learning and research.

The post-holder will work as part of the Subject Librarian Team.

JOB PURPOSE

To provide effective support for specific curriculum areas within the College of Arts, namely History & Heritage and Performing Arts.

To manage the delivery of library services in support of learning, teaching and research activities.

To provide specialist academic subject librarian support for staff, students and researchers.

KEY RESPONSIBILITIES

Academic Engagement and Relationship Management

Establish and maintain relationships with academics in Colleges and Schools:

- Develop knowledge in relevant areas, including developments in teaching pedagogies, learning and research, to inform the provision of library resources and services.

- Collaborate with students to enhance the student experience.

- Liaise with the Assistant Director to set and achieve appropriate service standards.

Analysis and Research

Use information gained from researching and analysing best practice in the sector to ensure that the specialist requirements of your subjects are met.

Teaching, Learning and Research Support

Provide specialist library support for the learning, teaching and research activities of University Colleges and Schools at the Brayford Campus.

- Contribute to the creation of online and print support materials to support the continued advancement of the student experience.

- Participate in quality activities associated with the specified curriculum areas and ensure that the provision of the relevant library resources is developed to meet the requirements of the University's quality agenda and those of relevant external bodies.

- Provide specialist support to researchers.

- Participate in quality activities associated with the Colleges and Schools and ensure that the provision of the relevant library resources is developed to meet the requirements of the University's quality agenda and those of relevant external bodies.

Information Literacy and Digital Literacy Programmes
Ensure that the information needs of undergraduate and postgraduate students are met, through the provision of lectures, workshops and one-to-ones, particularly with regard to the use of on-line resources. Contribute to generic information and study skills support, through participation in the Library's Learning Development programme.

Planning and Organising Resources
Contribute to departmental collection management by developing and maintaining current and relevant print and digital collections to support learning, teaching and research in Colleges and Schools. Work with academics to create and maintain online reading lists.

Team Projects
Contribute to University Library team projects, such as the creation of on-line learning objects to support undergraduate and postgraduate students.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role
The details above are not a comprehensive list of the activities which may be carried out by the post-holder, and activities may change (appropriate to the post) as a result of developments and changes in the department or services. The Library supports and encourages the training and development of its staff, therefore participation in appropriate training and development activities is a requirement of this post.

Key working relationships/networks	
Internal	**External**
- University Librarian; Assistant Directors and Senior Subject Librarians - Library staff - LALT - Students, academics and researchers - University Research Office - University Quality Office	- Professional bodies (e.g. Chartered Institute of Library and Information Professionals) - East Midlands academic libraries.

UNIVERSITY OF LINCOLN
PERSON SPECIFICATION

JOB TITLE	Academic Subject Librarian	**JOB NUMBER**	LR2068

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
First degree or equivalent	E	A
Information management qualification or significant experience at equivalence to professional level	E	A
Fellowship of the Higher Education Academy	D	A
Experience:		
Experience of working in academic libraries	E	A/I
Experience of working in a busy customer services environment	E	A/I
Experience of supporting learning	E	A/I
Experience of supporting the information requirements of a specific curriculum area in a higher education environment	E	A/I
Experience of speaking before groups and leading training sessions	E	A/I
Experience of project work	E	A/I
Skills and Knowledge:		
Excellent interpersonal and communication skills, both written and verbal	E	A/I
Good computer skills e.g. Microsoft applications and internet skills	E	A/I
Excellent ability to find and handle information sources	E	A/I
Good customer care skills	E	A/I
Experience of contributing to team projects	E	A/I
Competencies and Personal Attributes:		
Good team player	E	A/I
Ability to work using own initiative	E	I
Highly motivated	E	I
Commitment and a proactive approach to the provision of high quality services	E	I
Commitment to participation in external professional activities e.g. Networks and events for librarians	D	A/I
Commitment to personal development	E	I
Business Requirements:		
There may be the need for occasional evening or weekend working	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	LT	**HRBA**	HDR